

**JOB DESCRIPTION**

**JOB TITLE: *Licensed Vocational Nurse - Special Services (2116)***

**Job Summary:**

Works as a member of the health team to assist in the delivery of health services to eligible special education children.

**Essential Job Functions:**

- ▶ Provides specialized nursing services to provide tube feedings, catheterizations, and other specialized health care services as outlined in the manual.
- ▶ Assists with mandated health screenings to rule out health problems with vision, immunizations, hearing, and scoliosis.
- ▶ Provides first aid to address immediate and emergency medical care needs of students.
- ▶ Communicates with parents, doctors, and agencies to facilitate services to students with special health care needs.
- ▶ Assists in maintaining and dispensing medication to provide students with prescribed medication on a scheduled basis.
- ▶ Completes school medical records to maintain current and accurate records of students' health history.

**Education Required:**

High school diploma or the equivalent.

**Experience Required:**

- ▶ Experience working with public schools, pediatrics, child care centers, or related agencies.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Knowledge of:**
  - standard nursing practices;
  - first aid procedures;
- ▶ **Skills to:**
  - follow written and oral procedures;
  - communicate appropriately with parents, school personnel, and physicians;
  - provide specialized nursing services;
- ▶ **Ability to:**
  - provide health care services to special education students;
  - provide first aid care to students;
  - maintain current and accurate health records;
  - interact with a diverse student population.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Licensed Vocational Nurse Certificate or prelicensed Vocational Nurse Permit.  
Valid CPR certification.
- ▶ Valid California driver's license and proof of automobile insurance.  
Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

**September 2013**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.